



*State of New Jersey*  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
POST OFFICE BOX 340  
TRENTON, NEW JERSEY 08625-0340

CHRIS CHRISTIE  
*Governor*  
*Commander-in-Chief*

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MICHAEL L. CUNNIFF  
*Brigadier General*  
*The Adjutant General*

**STATE EMPLOYEE  
VACANCY ANNOUNCEMENT NO. V7-15**

**OPENING DATE:** 2 February 2015 **CLOSING DATE:** 20 February 2015  
(To be considered, applications must be received or post-marked by the closing date.)

**POSITION:** Staff Assistant 1, P17 (Unclassified Appointment)  
\$43,094.21 - \$48,971.33 – Starting Salary

**NOTE:** HIRE WILL BE PENDING APPROVAL OF EXEMPTION PROCESS

**DUTY STATION:** NJ Department of Military and Veterans Affairs  
National Guard Training Center, Sea Girt

**VETERANS STATUS:** Preferred, but not required.

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**AREA OF CONSIDERATION:** Application will be accepted from all interested New Jersey Department of Military and Veterans Affairs employees and outside applicants who meet the requirements listed below. Selection will be made from among the best qualified.

**SELECTING OFFICIAL:** Recommendation by the Joint Chief of Staff, to the Director, Human Resources Division.

**DESCRIPTION OF POSITION:** Under direction of a Principal Staff Officer, serves as a primary assistant in matters of a varied nature; does other related duties as assigned. Assists in the processing of purchase orders and tracking of fiscal resources. Implements work programs, work procedures, and appropriate schedules. When directed, issues orders and sees that work projects are carried out in the most efficient and economical manner. Obtains, stores, safeguards, distributes, and supervises the proper use of needed equipment materials and supplies. Prepares or assists in the preparation of factual reports concerned with the specific area of operation, maintains an up to date file of salaries, procedures, and regulations. Accomplishes specific projects as directed.

**NOTE:** Must be computer literate and have a working knowledge of Microsoft Office Suite.

**BASIC QUALIFICATIONS REQUIRED:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**NOTE:** Applicants must have completed formal or informal military courses resulting in the award of Military Occupational Specialty Code (MOSC) or Specialty Skill Indicator (SSI).

**EXPERIENCE:** Two (2) years military experience. At least one (1) year military experience at Battalion level or in a support type unit.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.

**NOTE:** Applicant must possess a Final Secret Clearance.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the State of NJ on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

#### **HOW TO APPLY:**

**FOR APPOINTMENT CONSIDERATION:** Applicants who desire consideration must complete an "Application for Employment" and submit a cover letter, resume of experience and copy of all license/certifications. Completed form must be forwarded by the closing date either electronically to [CareersCentral@njdmava.state.nj.us](mailto:CareersCentral@njdmava.state.nj.us) or by FAX to 609-530-7192 or mail to NJDMAVA (ATTN: HRD-PMRS), PO Box 340, Trenton, NJ 08625-0340. Forms may be obtained from our web site at <http://www.nj.gov/military/publications/forms/ApplicationForEmployment.pdf>, the Human Resources Division or call (609) 530-7038.

**EQUAL EMPLOYMENT OPPORTUNITY:** Selection will be made without consideration of race, religion, sex, affectional or sexual orientation, marital status, national origin, age, lawful political or other affiliations, membership or non-membership in an employee organization, physical disability which does not prevent normal performance of duties, or other non-merit factors. In compliance with the provisions of the Americans with Disabilities Act, Public Law 101-336, a Telecommunications Device for the Deaf (TDD) has been installed at HQS NJDMAVA, Human Resources Division. Telephone number for the hearing impaired is 609-530-6966.

**DISTRIBUTION:** A, A1, A2, D, E, S  
Cemetery  
Veterans Haven  
VSO Offices  
Youth Challenge Academy, Ft. Dix

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